

DISCIPLINARY MATRIX

BEHAVIOR	CATEGORY				
	A	B	C	D	E
Inappropriate Comments/Gestures/Discourtesies	X	X			
Rude or Discourteous Actions	X	X			
Use of Profane/Obscene Language/or Gestures	X	X			
MISREPRESENTING FACTS					
All Intentional Misrepresentation or Lying Allegations					X
OFF DUTY VIOLATIONS					
Failure to Take Required Action Off Duty		X	X		
Failure to Report Involvement in a Questionable Incident Off Duty		X	X		
Knowingly Associating with Persons of Questionable Character/Knowingly Going to Places Suspected of Violating the Law		X	X		
Inappropriate Comments, Language, Profanity, etc. Off Duty	X	X			
SECONDARY EMPLOYMENT VIOLATIONS					
Working Secondary Employment While On Duty					X
No Request on File/Expired Request		X			
Restriction Violations		X			
Working while on Sick Leave or Light Duty Without Permission			X	X	
Unapproved Use of Departmental Equipment While Working Secondary Employment		X	X		
PRISONER RELATED VIOLATIONS					
Improper Searches/Failure to Search		X	X		
Improper Transportation of Prisoner	X	X			
Failure to Properly Handle Prisoner Property		X	X		
Improper Restraint Techniques	X	X			
Guarding Violations		X	X		
Failure to Maintain Custody Log	X	X			
Medical/Mental Health Violations		X	X		

EVIDENCE AND FOUND PROPERTY VIOLATIONS	A	B	C	D	E
Failures to Recover or Improper Recovery of Evidence at a Scene		X	X		
Related to the Receipt of Evidence		X	X		
Processing/Testing of Evidence		X	X		
Storage or Release of Evidence		X	X		
Recovery of Found Property	X	X			
Receipt of Found Property	X	X			
Storage or Release of Found Property	X	X			
HARASSMENT & DISCRIMINATION					
Sexual Harassment/Discrimination			X	X	X
Racial Harassment/Discrimination			X	X	X
Religious/Ethnic Harassment/Discrimination			X	X	X
Sexual Orientation Harassment/Discrimination			X	X	X
All Other Harassment/Discrimination			X	X	X
Reprisal or Adverse Action in Retaliation for Complaint of Harassment/Discrimination.			X	X	X
FIREARMS VIOLATIONS					
Intentional Weapon Discharge Violation - On/Off Duty					X
Carrying Unauthorized Weapon or Ammunition - On/Off Duty					X
Improper display/employment of firearm		X	X		
Failure to Secure Weapon - On/Off Duty			X	X	
Failure to Properly Maintain Weapon	X				
Failure to Report Weapons Discharge					X
Unsafe Handling of Weapons		X	X		
Negligent Handling of Firearms Resulting in Discharge				X	
Allowing an Unauthorized Person to Carry or Use a Departmental Issued Firearm				X	X

DEPARTMENTAL ACCIDENTS (AT-FAULT)					
Non-Negligent Accidents	X				
Damage Only to Police Vehicle - Negligence		X	X		
Damage Only to Police Vehicle and Other Property - Negligence		X	X		
Injury to Police Personnel or Civilian - Negligence			X	X	
Fatal Injury to Police Personnel or Civilian - Negligence					X
Failure to Report Accident					X

EXCESSIVE FORCE & BRUTALITY	A	B	C	D	E
Unnecessary or Unreasonable Force, That is Outside What an Ordinary or Prudent Law Enforcement Officer Would Use			X	X	
Excessive Force - Force That is Excessive in Scope, Duration or Severity in Light of the Circumstances				X	X
Brutal Force - Force That is Without Justification or Mitigation in Light of the Circumstances, and is Severe or Cruel in Scope or Duration					X
NEGLECT					
Unsatisfactory Performance		X	X		
Failure to Take Necessary Police Action		X	X		
Supervisor Failure to Take Action		X	X		
VIOLATIONS RELATING TO INVESTIGATIONS (CRIMINAL, INCIDENTS, INTERNAL OR ANY OTHER REQUIRED)					
Violations of Procedures for Preliminary and Follow-up Investigations		X	X		
Failure to File Necessary Reports		X	X		
Improper Accuracy of Reports (unintentional)	X				
Deliberate Falsification of Reports					X
Arrests - Not Within Legal Justification, Lacking in PC, Failure to Make Required Arrest			X	X	
Improper Accuracy of Charging Documents, Warrant Application, or Testimony, (not including perjury)			X	X	
Improper Interview or Interrogation			X		
Improper Searches, Seizures or Entries			X	X	
OTHER VIOLATIONS					
Improper Criminal History Dissemination			X	X	
MVA History Dissemination		X	X		
Improper Dissemination of Investigation Information			X	X	

Leaving an Assignment W/O Permission		X	X		
Cheating on Tests, Homework, or Other Assignments					X
Failure to Assist/Back-up Other Officer			X	X	X
Failure to Obey an Order (performance)	X				
Insubordination			X	X	
Issuance of Illegal, Immoral, or Unethical Orders			X	X	
Censure of Subordinates	X	X			
Obstructing or Hindering a Criminal Investigation (including other jurisdictions)					X
Obstructing or Hindering an IA or Administrative Investigation (including other jurisdictions)					X

OTHER VIOLATIONS CONTINUED	A	B	C	D	E
Abuse of Authority			X	X	X
Abuse of Process - Falsification, Tampering, Withholding Evidence or Information			X	X	X
AWOL Violations			X		
Efficiency, Punctuality (tardiness), and Attention to Duty	X	X			
Failure to Report to Court or Training		X			
Out of Uniform/Improper attire	X				
Unauthorized Ride-Along		X			
Sleeping on Duty			X		
Fail to Follow Chain of Command/Obtain Supervisor's Approval	X				
Intoxicated/Consumption of Alcohol While On Duty					X
Failure to Advise of Address/Telephone Change		X			
Failure to Answer Radio	X				
Gossiping/Spreading of Rumors	X				
Duty to Respond		X	X		
Duty to Report			X	X	X
Duty to Intervene			X	X	X
Soliciting or Accepting Gratuities			X	X	X
Violations of Code of Conduct, Oath of Office, or Code of Ethics				X	X

CARE OF AGENCY EQUIPMENT					
	A	B	C	D	E
Losing Agency Equipment	X	X			
Damaging Agency Equipment	X	X			
Allowing Unauthorized Persons to Use Department Equipment		X	X		
Improper Use of Equipment	X				
Improper Use of Departmental Information	X	X	X		
CRIMINAL VIOLATIONS					
All Criminal Violations and Attempts, Including Serious Traffic (subject to prosecution by the State's Attorney's Office)					X
All Other Minor Traffic Violations (including traffic enforcement cameras)	X				